

DEPUTY INSPECTOR GENERAL**XE84 9705**STATE OF CALIFORNIA
OFFICE OF THE INSPECTOR GENERAL*****AND/OR*******DEPUTY INSPECTOR GENERAL, SENIOR****XE82 9706****OPEN – STATEWIDE: CONTINUOUS TESTING**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING

Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will test applicants as needs warrant. Once you have taken the Supplemental Application examination, you may not retest for one year.

WHO SHOULD APPLY

Persons who meet the minimum qualifications as stated on this bulletin. This is an Open Examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Submit a State Examination Application (Std. 678) to the Office of the Inspector General-Human Resources, Attention: Open Examinations, P.O. Box 348780, Sacramento, CA 95834-8780. If you meet the requirements for the Deputy Inspector General and/or the Deputy Inspector General, Senior you may apply for both examinations on a single application. Each examination applied for must be listed on the State Examination Application (Std. 678).

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "State Examination Application" (Form Std. 678). You will be notified in writing to determine what assistance can be provided.

SALARY RANGES**Deputy Inspector General**

Range A \$5061 - \$6259 per month

Range B \$6258 - \$7699 per month

Range C \$6996 - \$8450 per month

Deputy Inspector General, Senior

\$7499 – \$9065 per month

ELIGIBLE LIST INFORMATION

Open eligible lists will be established for the Office of the Inspector General. The names of successful competitors will be merged onto the respective list(s) in order of final scores, regardless of date. Competitors' eligibility for either examination will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**REQUIREMENTS
FOR ADMITTANCE
TO EXAMINATION**

All applicants must meet the education and/or experience requirements for each chosen examination.

NOTE: All applications/resumes must include the “**Date**” they received a Bachelor of Arts or Bachelor of Science Degree from an accredited college/university and also include “to” and “from” dates (month/day/year) of employment, the time base and civil service class titles (if applicable).

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “or” II, “or” III, etc. For example, candidates that possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS**

DEPUTY INSPECTOR GENERAL

Education: Possession of a Bachelor of Arts or Bachelor of Science Degree from an accredited college or university. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis.)

and

Either I

One year of experience in the California state service performing the duties comparable to those of an Associate Deputy Inspector General, Range B. (Applicants who have completed six months of the required experience will be admitted to the examination, but must complete one year of such experience before they will be considered eligible for appointment.)

Or II

Five years of experience as a peace officer (as defined in the California Penal Code Sections 830.1, 830.2, 830.3, or 830.5) or equivalent military service experience performing increasingly responsible civil, criminal, and/or administrative investigative duties in an investigative assignment in a governmental agency. (This experience must have included at least two years with primary responsibility for an investigative caseload, including duties such as surveillance of suspected criminal activity, location, and interrogation of suspects or witnesses, collection and preservation of evidence, and working with other law enforcement agencies and the courts, including testifying in court proceedings.) Experience in the California state service applied toward this pattern must have been in a class with a level of responsibility equivalent to an Associate Deputy Inspector General, one year of which must have been at a level not less than Range B. (Possession of a Master’s Degree in Criminal Justice Administration may be substituted for one year of the required experience.)

Or III

Five years of increasingly responsible professional experience conducting complex investigative, performance, compliance, financial, internal or fraud audits. (This experience must have included at least two years with primary responsibility for an audit caseload. Experience in the California state service applied toward this pattern must have been in a class with a level of responsibility equivalent to an Associate Deputy Inspector General, one year of which must have been at a level not less than Range B. (Possession of a Master’s Degree or Certified Public Accountant License may be substituted for one year of the required experience.)

DEPUTY INSPECTOR GENERAL, SENIOR

Education: Possession of a Bachelor of Arts or Bachelor of Science Degree from an accredited college or university. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis, up to two years.)

and

Either I

One year of experience in the California state service performing the duties of a Deputy Inspector General, Range C. (Applicants who have completed six months of the required experience will be admitted to the examination, but must complete one year of such experience before they will be considered eligible for appointment.)

Or II

Broad and extensive experience as a peace officer (as defined in the California Penal Code Sections 830.1, 830.2, 830.3, or 830.5) in an investigative assignment, in a governmental agency performing increasingly responsible civil, criminal, and/or administrative investigations, at least one year of which

must have been in a supervisory capacity. Experience in the California state service applied toward this pattern must have been in a class with a level of responsibility equivalent to a Deputy Inspector General, one year of which must have been at a level not less than Range C.

Or III

Broad and extensive experience conducting complex investigative, performance, compliance, financial, internal, or fraud audits, at least one year of which must have been in a supervisory capacity. Experience in the California state service applied toward this pattern must have been in a class with a level of responsibility equivalent to a Deputy Inspector General, one year of which must have been at a level not less than Range C.

SPECIAL PERSONAL CHARACTERISTICS

(For Both Levels):

Freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in these classes.

PEACE OFFICER STANDARDS

(For Both Levels):

Citizenship Requirement: Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b) , or Division 2.5, Chapter 1, Article 4, Section 1772 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed in a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Drug Testing Requirement: Applicants for positions in these classes are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classifications.

POSITION DESCRIPTIONS

Deputy Inspector General. incumbents are designated as peace officers. They either serve as an independent agent auditing and/or investigating the most difficult and/or complex cases with broad discretion and independence of action or may lead a team of inspectors assigned the more difficult

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**POSITION
DESCRIPTIONS
(Continued)**

and/or complex cases with broad discretion and independence of action.

Incumbents may work closely with other law enforcement agencies to coordinate respective investigative efforts; provide high-level technical assistance and training in investigation and enforcement activities; provide guidance and training to departmental hiring authorities in investigation; conduct the more difficult and complex audits and/or investigations; review and address third-level inmate appeals; aid law enforcement agencies in the solution of crimes involving individuals under departmental control and/or employment.

Deputy Inspector General, Senior. is the full supervisory level responsible for planning, organizing, and directing audits and/or independent investigations. The areas of program and investigative responsibility are sufficiently large, complex and sensitive as to require assisting Deputy Inspector Generals. These positions will distinguished form the Deputy Inspector General level based upon the span of control, level, and classification of subordinates, program complexity, and responsibility.

Positions are located in Sacramento, Bakersfield and Rancho Cucamonga.

**EXAMINATION
INFORMATION**

(For Both Levels):

Each examination will consist of a Supplemental Application only. The Supplemental Application will be the sole component for the Deputy Inspector General and/or the Deputy Inspector General, Senior examination. To obtain a position on the eligible list a minimum rating of 70.00% must be received.

Supplemental Application – Weighted 100%

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, the Supplemental Application process may measure the following competencies:

(For Both Levels):

A. Knowledge of:

1. Purposes, activities, rules, and regulations of the Office of Inspector General.
2. Provisions of the California Penal Code, Evidence Code, and Code of Civil Procedures.
3. Major audit and/or investigative operational plans.
4. Audit and/or criminal and personnel investigation techniques and procedures.
5. Interview, information, and intelligence gathering processes and procedures.
6. Principles, procedures, and recent trends in corrections and parole work.
7. Laws of arrest.
8. Individual's constitutional rights including those relating to laws of arrest, proper tactics, and use of force in affecting arrest of suspects.
9. Search and seizure and the service of legal process.
10. Techniques for securing, preserving, and handling evidence and the rules of evidence and court procedures.
11. Principles, practices, and techniques in rehabilitating antisocial persons.
12. Tactical operations.
13. Training techniques.
14. Officer safety.
15. Principles and methods of correctional administration

(For Both Levels):

B. Ability to:

1. Gather and prepare evidence.
2. Develop techniques, methods, and skills and apply applicable laws required to conduct audits and/or criminal and personnel investigations.
3. Establish and maintain cooperative relations with law enforcement and governmental agencies.
4. Prepare and present well-organized, accurate, timely, clear, and concise written reports.
5. Communicate effectively.

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6. Analyze situations accurately and take effective actions.
 7. Operate a motor vehicle safely and effectively.
 8. Plan and conduct audits and/or investigations, including criminal investigations.
 9. Use, maintain, and qualify with approved firearms.
 10. Gather, analyze, and evaluate facts and evidence.

For Deputy Inspector General, Senior (in addition to the above listed):

- A. Knowledge of
1. Principles and methods of correctional administration.
 2. Principles and techniques of personnel management and supervision
 3. A supervisor's role in equal employment opportunity and the prevention of discrimination and harassment in the workplace.
 4. Advanced peace officer training techniques and methods.
 5. Applicable collective bargaining memorandum of understanding and related issues.
 6. State and Department policies and procedures.
 7. Disciplinary guidelines and personnel rules.

For Deputy Inspector General, Senior (in addition to the above listed):

- B. Ability to:
1. Plan, direct, and conduct the more difficult and complex audits and/or criminal and personnel investigations.
 2. Plan for and allocate resources to achieve program goals and objectives
 3. Effectively supervise the work of a group of Deputy Inspector Generals and other law enforcement personnel.
 4. Initiate and review personnel matters.
 5. Effectively contribute to establishing equal opportunity in hiring and employee development.

**VETERANS'
PREFERENCE**

Veterans' Preference will not be granted in this examination since it does not qualify as an entrance examination under the law.

CAREER CREDITS

Career Credits will not be granted in this examination.

GENERAL INFORMATION

The Office of the Inspector General reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Office of the Inspector General, at (916) 830-3600, for an examination without a written feature, **three weeks after the final filing date** if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department and at the Office of Inspector General.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Ordinarily, oral presentations are scheduled in Sacramento, Bakersfield, and Rancho Cucamonga. However, locations may be limited or extended as conditions warrant.

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Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

Oral Presentation Scope: If an oral presentation is requested, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, plans for self development, and the progress he/she has made in his/her efforts toward self-development.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corp (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three (3) points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examination cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814.)

**OFFICE OF THE INSPECTOR GENERAL ♦ HUMAN RESOURCES ♦ Telephone (916) 830-3600
3927 Lennane Drive, Suite 220 ♦ P.O. Box 348780 ♦ Sacramento, CA 95834-8780**

**California Relay (Telephone) Service for the Deaf or Hearing Impaired:
1-800-735-2929 (From TDD Phone) ♦ 1-800-735-2922 (From Voice Phone)**

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.